



CITY OF
GRAND
RAPIDS

APPLICATION FOR SIDEWALK BUILDER'S LICENSE

JANUARY 1, 2017 – DECEMBER 31, 2017

In order to perform work in the City of Grand Rapids public right-of-way in connection with new construction/removal/replacement of sidewalk, driveway approaches, and curb and gutter, a contractor must be licensed with the City Engineer's Office-Sidewalk Division.

NEW CONTRACTOR. The **contractor must pass a written examination** pertaining to City requirements for sidewalk construction. Written examination is required of new contractors only. Contact 616/456-3458 to arrange for a time to take the written test.

The enclosed application, along with payment of the license fee is due prior to the issuance of a license. Proof of insurance and a surety bond is also required (see below) and due prior to issuance of a license. You may submit the insurance and bonding information below to your agent. **APPLICATIONS RECEIVED WITHOUT CURRENT INSURANCE AND BONDING INFORMATION WILL BE RETURNED.**

LICENSE RENEWALS. All contractor's with a current Sidewalk Builder's License may renew **prior** to expiration of current license or during the grace period following license expiration. See Fee Schedule below. **Prior to issuance of a renewed license, proof of current insurance and surety bond is required.**

FEE SCHEDULE. Please note that fees are non-refundable.

New Contractor – never licensed or license is lapsed beyond 31 day grace period	\$98.00 (check or cash only)
Renewal – prior to expiration of current license – December 31, 2016	\$70.00 (check or cash only)
Renewal – within 31 day grace period of license expiration or January 1, 2017-January 31, 2017	\$87.50 (check or cash only)

INSURANCE/BOND REQUIREMENTS. Must be valid for duration of license period.

Insurance - The City of Grand Rapids must be named as Additional Insured

General Liability - \$1,000,000 General Aggregate
\$1,000,000 Each Occurrence
\$1,000,000 Products-Comp/Op Agg. and Personal & Adv. Injury

Automobile Liability - \$1,000,000 Combined Single Limit

Worker's Compensation - Statutory Limits/Requirements

Bond Information

Surety Bond No less than \$10,000.00

If you have any questions in connection with the application procedure, please call the City Engineer's Office/Sidewalk Division at 456-3458.

APPROVED BY: _____



SIDEWALK BUILDER'S LICENSE – APPLICATION

January 1, 2017 - December 31, 2017

OFFICE OF THE CITY ENGINEER-SIDEWALK DIVISION

300 Monroe Ave NW - 5th Floor - Grand Rapids, Michigan 49503

Firm's Legal Name: _____

Owner's Name: _____

Address: _____ City _____ State _____ Zip _____

Email Address: _____ Primary Contact? _____ No _____ Yes

Office Phone: () _____ Cell Phone: () _____ Fax: () _____

Contact Person(s): _____

Year Experience: _____ Construction Staff: Permanent: _____ Seasonal: _____

Yes _____ No _____ **Include my firm's name on a published list of Sidewalk Builders**

NOTE: LICENSEES WHOSE NAMES ARE INCLUDED ON THIS LIST SHALL FURNISH PROMPT ESTIMATES TO ALL WHO MAY REQUEST SAME AND SET A DEFINITE DATE WHEN HE OR SHE CAN SCHEDULE THE WORK. NAMES OF LICENSEES WHO FAIL TO COMPLY WILL BE REMOVED FROM THE LIST.

Signed by: _____ Print Name: _____
(OWNER OR LEGALLY AUTHORIZED AGENT)

Date: _____

References: A reference must know firm's sidewalk construction experience/quality of workmanship.

CONTACT NAME/FIRM	PHONE	LOCATION OF WORK

CONSTRUCTION EQUIPMENT OWNED BY FIRM (attach if more space needed):

Insurance rec'd: _____

Surety Bond rec'd: _____